A World of Knowledge
for the Nation's Health

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FACT NATIONAL LIBRARY of MEDICINE SHEET

INTERLIBRARY LOAN POLICY

Most of the literature in the collection of the National Library of Medicine (NLM), including that in the History of Medicine Division, is available for loan to any library, with the exception of indexes and abstracts, general library and information science materials, and current trade publications which are presumed to be widely available. Technical reports available from the National Technical Information Service and Government Printing Office publications are generally not loaned. The Library lends only items that fall within the scope and coverage policy governing its collection. The scope of NLM's collection does not include patient or health education materials. Requests for reprints should be directed to the author.

Loans are not made directly to individuals. Requestors who cannot obtain medical literature in their Regions and who cannot come to the National Library of Medicine in person may secure material through the interlibrary loan service by requesting items through their local library. Libraries should send requests directly to NLM only for those titles not held in their Regions. Regional locator tools should be checked to determine locations. The Regional Medical Libraries (RMLs), listed on page 4, have established lending procedures for their Regions and have made available regional locator tools. As not all Regions have monographic and audiovisual locator tools, requests for these materials should follow existing Regional patterns. Libraries which are unable to fill requests may forward them to NLM.

Loans requested from NLM must comply with the instructions in this Policy and with the provisions of the National Interlibrary Loan Code of the American Library Association (ALA).

Forms of Loans

- Material will be lent in the original form, as a photocopy, or in microfilm. The form will be determined by NLM.
- **Journals and monographic serials generally do not circulate in their original form.** Photocopies are provided in lieu of lending the original. Photocopies will not exceed fifty pages, in most cases. Certain forms and types of material (congresses) and specific works may be withheld from circulation.
- Literature in the collection printed before 1914 is usually loaned in the form of microfilm or photocopy. These materials are available from the History of Medicine Division (See address on page 3).
- Audiovisual titles are available for loan. Pre-1970 audiovisuals are available from the History of Medicine Division. (See NLM Fact Sheet, *Access to Audiovisual Materials*.)

Methods of Borrowing

Requests will be accepted via the following methods:

1. DOCLINE®, NLM's automated ILL request and referral system,
2. ALA or IFLA Interlibrary Loan Request Forms, typed in triplicate,
3. Telefacsimile (in duplicate). Phone: (301) 496-2809,
4. Approved forms of electronic mail, including those which provide addressing messages to TWX or TELEX stations.

Electronic mail requests can be accepted through the following systems:

System	NLM User Code
ONTYME II	NLM
EASYLINK,	(710) 824-9615
TELEMAIL,	(NLM's TWX address)
MCIMAIL	
ALANET	NLM.ILL

- Requests for serial literature should be sent directly to NLM only when the requested material is not available in the requestor's Region.

HE 20.3621:

Bethesda, Maryland 20894

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES • Public Health Service • National Institutes of Health

The statement "not available in Region" must appear on the interlibrary loan request. Requests without this statement will be rejected.

- Requests for material to be photocopied must include the applicable statement of conformance to either the U.S. Copyright Act of 1976 (CCL) or Copyright Guidelines (CCG). Requests for loans of audiovisuals must include the CCL statement. To facilitate processing, NLM prefers that requests for loans of originals also carry the statement.
- Requests must include the signature of the authorizing person at the borrowing library (if the form is sent by mail) or the authorizing person's name (if sent by electronic transmission).
- NLM prefers that a requesting library include its LIBID (library identification) on each request, near the library's address. The LIBID is assigned by NLM to facilitate identification of the requesting library and may be obtained by searching the DOCUSER® database on the MEDLARS® system or by contacting the appropriate Regional Medical Library.
- Each item or item segment (chapter, part of issue, etc.) must be requested separately.
- Advance booking of audiovisuals for a specific date is not possible. Requests are processed as they are received.
- Requests that do not comply with the above procedures may not be accepted.

Interlibrary Loan Requests

- Journal citations should include the name of the journal, date of issue, volume, author, title, and full pagination of the article.
- Book citations should include the full name of author, title, edition, publisher, place, and date of publication.
- Audiovisual citations should include the full title, institution or person responsible for the production, and parts of the audiovisual (e.g., slides, audiocassette, guide).
- **Omission of any of the above citation elements could result in an unfilled request.**
- Citations verified in NLM publications or NLM databases should include NLM call numbers when available. The call number is identified by 02NLM in the databases and recently printed catalogs and 04NLM or DNLM in catalogs printed before January 1983. Do not request Cataloging in Publication titles, identified by a (P) following the call number, or titles withdrawn from NLM's collection, marked WITHDRAWN in the call number.
- Give source of verification whenever possible. If known, state the specific NLM database containing the citation. Do not state "MEDLINE®" if the citation was found, for example, in TOXLINE® or CANCERLINE®. If the available bibliographic resources have been exhausted, a notation to that effect and summary of sources searched should be furnished. Requests not verified or which do not contain the notation and summary of sources searched will receive limited searching, while verified requests will be searched more thoroughly.
- If a citation cannot be verified, give the bibliographic reference to its source, or if mailed, attach a photocopy of the citation.
- Complete address of the requesting library must appear on each request form.
- It is not possible for NLM to cancel a request once it is received.

Telefacsimile

NLM will accept requests transmitted by telefacsimile and will use telefacsimile to fill requests for documents needed on an **emergency basis**. To request fax transmission for emergency requests, the requests must be submitted by telefacsimile in duplicate; EMERGENCY requirement should be indicated. During the hours the Library is open, these requests will be filled within 2 hours. If NLM is unable to fill the request, notification will be transmitted within 2 hours. Telefacsimile requests should contain the return facsimile phone number and an office telephone number as well as the complete address of the borrowing library or the LIBID. There is an additional charge for this service. (See **Charges**).

Requests received via telefacsimile which are not indicated as emergency requests will be processed as regular interlibrary loan requests.

Referrals

NLM will refer requests which are within the scope of the NLM collection, are not available at NLM, are complete citations and are identified as held by another library. At this time NLM is referring to the Resource and Area Libraries in the RML Network, the British Library Document Supply Center, National Agricultural Library, American Journal of Nursing Company, American Hospital Association and the American Dental Association. If you wish this service, indicate "Refer on" at the top of the ALA form or in the comments field on an electronically transmitted request.

Titles in NLM Databases Not in the NLM Collection

- POPLINE™, HEALTH, and several "Special List" indexes (e.g., dental and nursing) include some serials that are not in the NLM collection. SERLINE® indicates those titles by: 1) a note that they are not in the NLM collection and 2) the indexing source rather than the call number.

TOXLINE®, BIOETHICSLINE®, HISTLINE® and several other databases also contain citations to titles not owned by NLM.
- Requests for photocopies from these titles are referred to a library holding these materials if the requesting library has indicated "Refer on" on the request.

Loan Period
- The loan period for original material, microfilm and audiovisuals is four weeks, including transit time.
- No renewals are granted.
- Libraries with overdue items may have their borrowing privileges suspended.

Delivery and Returns
- NLM will pay postage for outgoing loans. The borrowing library:
  - will pay postage for the return of borrowed materials;
  - is responsible for material from time of receipt until returned and received at NLM;
  - will replace materials lost or irreparably damaged. If materials cannot be replaced, a standard $75.00 fee will be charged ($150 for audiovisual materials).
- For the protection of the borrowing library, it is suggested that materials be insured or registered and that a return receipt be requested.
- Return post-1913 printed materials and post-1969 audiovisuals to the Collection Access Section. Return pre-1914 microfilm and pre-1970 audiovisuals to the History of Medicine Division.
- Pack materials properly for return. Protect corners and edges of books well and mail unbound materials flat. Audiovisual materials should not be returned in fiber jiffy bags.

Requests From Foreign Countries
- Interlibrary loan service for photocopies of journal articles will be provided under the same conditions and regulations as for U.S. libraries except for the difference in fee charged (See Charges).
- Materials in the original form will not be loaned outside the U.S.

Charges
- U.S. libraries--$7.00 for each filled interlibrary loan in the form of a photocopy or loan of a book, audiovisual, or microfilm.
- There is a $3.00 surcharge for photocopies provided via telefacsimilie.
- Foreign libraries--$9.00 (U.S.) for each filled interlibrary loan in the form of a photocopy.
- Fees include charges for handling and postage.
- Federal libraries - NLM will provide service free of charge if the requesting library has complied with RML policy for routing of interlibrary loan requests. Federal libraries in the Greater Washington Metropolitan area may send requests directly to NLM.
- Do not send payment with the loan request. Invoices will be issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161 and are payable to NTIS. Libraries are encouraged to establish a deposit account with NTIS to facilitate payment. Coupons are not accepted as payment for these charges.
- Please keep a copy of each loan request form, especially those stamped with an NLM control number (e.g., KYB-8511051211) and returned with each item. This number or the DOCLINE request number appears on the summary page of the invoice and is useful in interpreting the invoice charges.

Special Photographic Services
- Photographs or slides of portraits, prints, charts, and other pictorial work require special procedures. Write to: Prints and Photographs Collection, History of Medicine Division (address below) for information and costs.
- It is not possible to fill large orders for purposes of building collections.
- Orders requiring copyright owner's permission will not be accepted unless accompanied by this permission in writing.

Interlibrary Loan Information

Address requests as follows:

1) For journal, monograph, and audiovisual material published after 1913:

COLLECTION ACCESS SECTION

National Library of Medicine
8600 Rockville Pike
Bethesda, Maryland
20894

Telephone:(301) 496-5511
FAX (301) 496-2809
TWX (710) 824-9615

2) For journal and monograph material published before 1914:

HISTORY OF MEDICINE DIVISION

National Library of Medicine
8600 Rockville Pike
Bethesda, Maryland
20894

Telephone:(301) 496-5405
FAX (301) 496-2809
TWX (710) 824-9615

Regional Medical Libraries

There are seven Regional Medical Libraries, each responsible for a specific geographic area. These libraries handle requests for medical literature not available locally, passing on to NLM requests they cannot fill.

Regions	States	Regional Medical
#1 - Greater Northeast	Connecticut Delaware Maine Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont Puerto Rico	Greater Northeastern Regional Medical Library Program The New York Academy of Medicine 2 East 103rd Street New York, New York 10029 Phone: 212-876-8763 FAX: 212-722-7650 ONLINE CENTER for Regions 1 and 2
#2 - Southeastern/Atlantic	Alabama Florida Georgia Maryland Mississippi North Carolina South Carolina Tennessee Virginia West Virginia District of Columbia Virgin Islands	Southeastern/Atlantic Regional Medical Library Service University of Maryland Health Sciences Library 111 South Greene Street Baltimore, Maryland 21201 Phone: 301-328-2855 800-638-6093 FAX: 301-328-8403
#3 - Greater Midwest	Iowa Illinois Indiana Kentucky Michigan Minnesota North Dakota Ohio South Dakota Wisconsin	Greater Midwest Regional Medical Library Network University of Illinois at Chicago Library of Health Sciences P.O. Box 7509 Chicago, Illinois 60680 Phone: 312-996-2464 FAX: 312-942-1951 312-733-6440 TELEX: 206243
#4 - Midcontinental	Colorado Kansas Missouri Nebraska Utah Wyoming	Midcontinental Regional Medical Library Program University of Nebraska Medical Center Library 42nd and Dewey Avenue Omaha, Nebraska 68105-1065 Phone: 402-559-4326 1-800-MED-RML4 FAX: 402-559-5498 ONLINE CENTER for Regions 3,4, and 5
#5 - South Central	Arkansas Louisiana New Mexico Oklahoma Texas	South Central Regional Medical Library Program The University of Texas Southwestern Medical Center at Dallas 5323 Harry Hines Boulevard Dallas, Texas 75235-9049 Phone: 214-688-2085 FAX: 214-688-3277
#6 - Pacific Northwest	Alaska Idaho Montana Oregon Washington	Pacific Northwest Regional Health Sciences Library Service Health Sciences Library and Information Center University of Washington Seattle, Washington 98195 Phone: 206-543-8262 FAX: 206-543-8066
#7 - Pacific Southwest	Arizona California Hawaii Nevada and U.S. Territories in the Pacific basin	Pacific Southwest Regional Medical Library Service Louise Darling Biomedical Library University of California 10833 Le Conte Avenue Los Angeles, California 90024-1798 Phone: 213-825-1200 FAX: 213-206-8675 ONTYME: PSRMLS ONLINE CENTER for Regions 6 and 7